

PARADE/SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

Applications are to be filed 30 days in advance

—except for free speech routes—which must be filed 22 days before the event.

1. **Who needs a permit?** Any person/organization sponsoring a parade/athletic event, (incl. bicycle/foot race) or other special event (e.g. carnival/fair/rally/arts & craft show) on City streets, sidewalks or alleys.

*****All non-government events must pay the permit fee in full to the Finance Department BEFORE the permit will be processed.*****

**Permit Fee: \$881.00 for the first day
\$587.00 for each consecutive day**

2. **Exemption.** You do not need a special event permit for a parade involving 40 or less pedestrians restricted to marching on sidewalks, who obey all traffic signals and controls, and cross crosswalks in units of 15 or less allowing vehicles to pass between each unit.
3. **Route/location of your event.** You can select one of the Police Department's "pre-established routes" or propose your own route/location for the event. The pre-established routes have been designed by the Police Department to require a minimum of public safety personnel for traffic/crowd control. Since the City charges fees for personnel assigned to traffic/crowd control, you may want to choose a pre-established route. To receive a copy of pre-established routes, call (707) 428-7587. If any portion of the event occurs on private property within the City of Fairfield, *written* permission from the property owner must accompany the application. Include map with application.
5. **Notice to property owners/tenants.** The owners/tenants of ALL property along the street that will be affected by the parade/special event shall receive, TWO WEEKS before the scheduled event, a written notice from the applicant stating the date, time, and EXACT ROUTE/LOCATION of the event, as well as the event activities; e.g., parade, barbecue, music, etc. An approved format for notice is attached and can be reproduced.
6. **Food/beverages/alcohol.** If food/beverage/alcohol will be served, the appropriate business license and liquor license must be obtained. Provide copies of these documents when submitting this application. If food is sold or provided a copy of the food permit issued by the Solano County Department of Environmental Health must be provided prior to permit issue. If alcohol is to be served, the area of sale/consumption of beer/wine shall be segregated or confined from other event activities by means of fixed/portable barricades/walls/ropes, or other devices. Include a diagram showing the area where the sale/furnishing/consumption of beer/wine will be segregated or confined.
It is required you provide a security guard to check I.D. and restrict entrance to beer area. For any distribution of food, whether for sale or free of charge, contact the Solano County Environmental Health Department to obtain a permit at (707) 784-6765. A copy of permit shall be submitted with Parade/Special Event Permit Application and posted at the food booth or station as required.
7. **Traffic and crowd control fees.** If police personnel will be assigned to handle traffic control and/or crowd control at your special event, you must prepay the estimated costs for those services. Officers rate is \$75.55-\$79.27 per hour per officer with a minimum of three hours. Should four or more officers be requested, a supervisor will be required at the rate of \$83.57 per hour with a minimum of three hours. If the actual costs of providing traffic and crowd control on the day of the event is less than the estimated cost, you will be refunded the difference. **You are required to provide barricades or traffic cones and detour signs to close streets.** Consult telephone directory for listing of companies that supply barricades.
8. **Cleanup instructions.** You may be required to supply portable toilets and additional garbage containers for your event. Consult telephone directory for toilet companies. Garbage service is franchised and must be handled by Solano Garbage Co. 707 439-2800. Immediately following the completion of the event, you shall ensure that the area used for the event is cleaned and restored to the same condition as existed prior to the event. A refundable cleanup deposit may be required for certain types of events if the event site is not properly cleaned and restored.

9. **Fire Inspection.** The event site and all structures or vehicles involved in the event are subject to inspection and approval for fire safety by Fairfield Fire Department officials. The permittee shall comply with any fire safety instructions by those officials. You will be notified prior to receiving permit if this is required.
10. **Insurance.** You are required to obtain \$1,000,000 general liability insurance. Your insurance company must name the City of Fairfield as an insured and sign the enclosed insurance endorsement with no deletions or exclusions. **Include signed endorsement and the Certificate of Insurance with your application.**
If you cannot obtain signatures from the insurance company in time to file your application, please telephone (707) 428-7587.

Your special event is not authorized until you have received a permit. You will be notified by telephone when you may pick up your permit. If you have any questions, contact the Investigations Bureau at (707) 428-7587.

Return completed application to Fairfield Police Department, 1000 Webster Street, Fairfield, CA 94533.

Fairfield Police Department

2011 Parade / Special Event Permit Application

Please fill out this form as completely and accurately as possible. All statements are subject to verification.

Incorrect statements or omissions may result in the denial or revocation of the permit.

Direct Questions to the Investigations Bureau, (707) 428-7587. **DATE of Submission** _____

Date of Event	Type of Event			Assembly Location
Assembly Time	Actual Starting Time	Disbanding Time		Disbanding Location
Describe Planned Activities at Event				
Estimated number of Attendees	Estimated Number of Participants in Event	Estimated Number of Vehicles in Event	Estimated Number of Floats	Estimated Number of Animals in Event
Route or location of event. Describe briefly and include detailed map or drawing. Map must be 8.5 x 11 " (You may provide larger maps/drawing but we still require one sized 8.5 x 11)				
Name Of Person In Charge of Event		Address		Telephone
Alternate Contact Person		Address		Telephone
Sponsoring Organization (if any)		Address		Telephone
Will food and beverage be served? <i>If yes, attach description—read application instructions.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Will alcohol be served? <i>If yes, attach proof of ABC license, security company name and # of guards hired, diagram of area to be utilized--see ordinance for additional requirements.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Will any tents, booths, grandstands etc, be erected? <i>If yes, attach diagram & description.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Will there be any sound amplification equipment? <i>If yes, attach diagram & description.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Will monitors/security personnel be present? <i>If yes, attach description listing how many and their duties.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you requesting Police Volunteers (VIPS) for this event? <i>If yes, list how many will be needed?</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO # _____
Are you requesting Police Officers for this event? <i>If yes, list how many will be needed?</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO # _____
Have notices been provided to residential/business owners or tenants? <i>If yes, indicate method of notification: _____—read application instructions.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Insurance requirement has been met? <i>Requirements listed on attached endorsement. If yes, attach certificate and enclosed endorsement.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
Will your event impact parking in the area? <i>If yes, attach description of parking impact, stating which lots or streets, if any will be utilized or what provisions must be made to accommodate parking for attendees.</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
For Department use only				

2011 Fairfield Police Department Parade/Special Event Permit Application Hold Harmless

The special event sponsor (hereafter referred to as "Permittee") agrees to reimburse the City of Fairfield (hereafter referred to as "City") for all loss incurred by it in repairing or replacing damage to City agents including special event monitors/security personnel, or any other person attending or joining the special event who was, or reasonably should have been, under the Permittee's control. Persons who merely attend or join in a parade or other special event are not considered by that reason alone to be "under the control" of the Permittee.

The Permittee further agrees to defend without costs, indemnify and hold harmless the City, its officers, agents and employees from all actions, claims, damages, losses and liability arising out of or alleged to arise out of officers, employees, agents, including special event monitors/security personnel, or any other person attending or joining in the special event who was, or reasonably should have been under the Permittee's control. Persons who merely attend or join in a parade or other special event are not considered by that reason alone to be "under the control" of the Permittee.

PERMITTEE STATEMENT

I hereby certify that all statements in this application are true and complete, and I understand that any misstatement of material facts is grounds for denial of a permit. I also agree to comply with the attached terms of the Special Event Permit/Parade Permit, including the above Hold Harmless Agreement and to comply with all special event permit conditions.

(Permittee's Signature)

(Date)

If special event is sponsored by an organization, an authorized officer of the sponsoring organization must sign application.

(Officer of Sponsoring Organization)

(Date)

Event Name & Permit #: _____

☐ Approved with the Permit Conditions as set forth below.

☐ Denied.

Reason for denial _____

PERMIT CONDITIONS

1. This permit and attachments must be carried on the person in charge of *and* present at the event.
2. Applicant is responsible for all traffic control, barricade set up and removal.
3. Police, Fire & EMS access is to be maintained.
4. _____
5. _____

(Chief of Police or Designee)

(Date)

**2011 Fairfield Police Department
Parade/Special Event Permit Application-Department Approval**

Event: _____

Please review the attached permit application. Note any comments, concerns and/or scheduled upcoming events that you feel may conflict with this event. To save you time, barricade responsibility, traffic control and fire lane access language will always be printed on the face of permit. Please indicate any other requirements or pertinent information you would like added to the permit. Thank you for your input.

☐ Approved

☐ Denied

COMMUNITY SERVICES DEPARTMENT

Comments: _____

—

☐ Approved

☐ Denied

FIRE DEPARTMENT

Comments: _____

—

☐ Approved

☐ Denied

COMMUNITY DEVELOPMENT DEPARTMENT

Comments: _____

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☐ Approved

☐ Denied

PUBLIC WORKS DEPARTMENT

Comments: _____

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**Please return this form to the Police Department, Investigations Bureau
ATTN: _____**

**2011 Fairfield Police Department
Parade/Special Event Permit Application-Insurance Endorsement**

COVERAGE SHALL BE A COMPREHENSIVE GENERAL LIABILITY INSURANCE POLICY.

**Minimum limits required: \$500,000 each person bodily injury; \$1,000,000 each occurrence bodily injury; \$100,000 each occurrence property damage OR
\$1,000,000 each occurrence combined single limit bodily injury and property damage.**

This endorsement, effective this _____ day of _____, 2010, policy number _____ issued to _____ by _____ for the following event _____.

ADDITIONAL INSURED

IT IS HEREBY UNDERSTOOD AND AGREED THAT THE CITY OF FAIRFIELD, ITS OFFICERS, EMPLOYEES, AND AGENTS ARE NAMED AS ADDITIONAL INSURED.

PRIMARY INSURANCE

IT IS FURTHER UNDERSTOOD AND AGREED THAT THE INSURANCE AFFORDED BY THIS POLICY SHALL BE CONSIDERED PRIMARY INSURANCE AS RESPECTS ANY OTHER VALID AND COLLECTIBLE INSURANCE THE CITY OF FAIRFIELD MAY POSSESS, INCLUDING ANY SELF-INSURED RETENTION THE CITY MAY HAVE, AND ANY OTHER INSURANCE THE CITY DOES POSSESS SHALL BE CONSIDERED EXCESS INSURANCE ONLY.

CANCELLATION CLAUSE

THIRTY (30) DAYS WRITTEN NOTICE OF CANCELLATION SHALL BE GIVEN TO THE CITY OF FAIRFIELD IN THE EVENT OF CANCELLATION AND/OR REDUCTION IN COVERAGE OF ANY NATURE. SUCH NOTICE SHALL BE SENT TO:

*CITY OF FAIRFIELD POLICE DEPARTMENT
C/O Investigations Bureau
1000 Webster Street
Fairfield, California 94533-4883*

THIS PARAGRAPH SUPERSEDES THE CANCELLATION CLAUSE IN THE CERTIFICATION OF INSURANCE.

SEVERABILITY OF INTEREST

THIS INSURANCE SHALL ACT FOR EACH INSURED AND ADDITIONAL INSURED AS THOUGH A SEPARATE POLICY HAD BEEN WRITTEN FOR EACH. THIS, HOWEVER, WILL NOT ACT TO INCREASE THE LIMIT OF LIABILITY OF THE INSURING COMPANY.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN THE SAME.

(Authorized Insurance Representative)

**2011 Fairfield Police Department
Parade/Special Event Permit Application-Notification Request**

*You must provide written notice to ALL residents and/or businesses affected by your event a **MINIMUM OF TWO WEEKS BEFORE** the scheduled date of your event. Return this form when notification to residents has been completed. The permit will not be issued until this declaration is on file with the Police Department.*

I hereby declare the attached copy of notification was served on _____
(Date of Service)
to all residents and/or businesses affected by our event.

(Signature of person responsible distribution or event)

(Date)

You may use the form included with this application. If you choose to use your own form, it must list specific information regarding the event; i.e., street closure information and Investigation Bureau telephone number 707 428-7587 for residents to call the Police Department to address any concerns they may have regarding your event. Please attach one copy of the notification to this declaration.

IMPORTANT: It is illegal to post any type of flyer, sign, and notification on light or telephone poles, fences, city right-of-ways, existing signs, trees, bus shelters, etc. Resident or business event notifications may be placed on doors or in mail slots. Do not place items into a residential mailbox.

RESIDENT/BUSINESS OWNER - The Fairfield Police Department has received a permit application for a parade/special event scheduled for the date indicated below. If you have an objection to the issuance of this permit, please call the Investigations Bureau at (428-7587), *within seven days* to state the basis for your objection.

Event date(s): _____

Anticipated attendance: _____

Location: _____

Person in charge of event: _____ Telephone: _____

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**2011 Fairfield Police Department
Parade/Special Event Permit Application-Department Approval**

Event: _____

Please review the attached permit application. Note any comments, concerns and/or scheduled upcoming events that you feel may conflict with this event. To save you time, barricade responsibility, traffic control and fire lane access language will always be printed on the face of permit. Please indicate any other requirements or pertinent information you would like added to the permit. Thank you for your input.

☐ Approved

☐ Denied

TRAFFIC DIVISION

Comments: _____

—

☐ Approved

☐ Denied

TRANSPORTATION DEPARTMENT

Comments: _____

—

☐ Approved

☐ Denied

FYI ONLY- No signature required
PUBLIC WORKS FOR BARRICADES

Comments: _____

—

☐ Approved

☐ Denied

VIPS

Comments: _____

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**Please return this form to the Police Department, Investigations Bureau
ATTN: _____**

as soon as possible.